

CONFIDENTIAL

DD/S
57-1335

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11 MAR 1957

ER - FILE

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT : Request for DDCI to Speak to Basic Supervision Course

1. This memorandum contains a recommendation submitted for DDCI approval. Such recommendation is contained in paragraph 4.
2. The Basic Supervision Course has now been presented to nearly ☐ members of the Agency. The instructors in this course have envisaged this training in terms of three phases: (a) the original course (40 hours of seminar discussions, reading, lectures); (b) a follow-up meeting for each individual group some 5 or 6 months after the end of the course (a two-hour meeting as a refresher for the students and an aid to the instructor for re-evaluating and re-focusing the course as needed); (c) a final follow-up meeting within a year or 18-month period after the course at which several of the original course groups would meet with some member of top or middle management.
3. The first follow-up meetings have been held for 23 of the 27 groups, but up to this time no large group meetings ☐ (c) above have been held. The staff is now planning the first of these meetings to provide an opportunity for these first-line supervisors to meet with appropriate members of other management levels and to hear their views on management considerations in the Agency. Mutual benefits might be derived from such an exchange, both in clarification of questions and boosting of morale for the first-line supervisors and in closer contact with first-line supervisory problems and attitudes for the executives.
4. The Office of Training invites you to address the first of these larger group meetings and launch this part of the follow-up program for supervisors in the Agency. The staff suggests that a half-hour talk by you with a question and answer period following would be appropriate if this is agreeable to you. ☐ Chief Instructor, Basic Supervision, indicates that there will probably be between 70 and 80 supervisors, GS-11 to GS-14, from most components of the Agency at the meeting scheduled for 1430 - 1530 in 117 Central on 30 April. If you

20 min.

(see doc)

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EXECUTIVE SECRETARY FILE

Training

SUBJECT: Request for DDCI to Speak to Basic Supervision Course

could address them on some phase of the general topic of "Management and the First-Line Supervisor in this Agency," we feel it would be a significant step towards better training of supervisors in CIA.

MATTHEW BAIRD
Director of Training

CONCURRENCE:

15/ []
Deputy Director (Support)

MAR 15 1957
Date

The recommendation in paragraph 4 is approved.

19 MAR 1957

s/crc
Deputy Director of
Central Intelligence

Distribution:

Orig. and 2 - DTR
7 - DDCI ✓
2 - DD/P
DTR Stayback (withdrawn)

TOER via Reading

SECRET

DD/S
57-2680

26 FEB 1957

Noted by [initials]

17 MAR 1957

MEMORANDUM FOR: Director of Central Intelligence

THROUGH : Deputy Director (Support) *File 5 Mar 57*
Deputy Director of Central Intelligence

Noted by [initials]
3/9/57

SUBJECT : Summary Report of Agency Participation in
Training

REFERENCE :

[Redacted]

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1. This memorandum is for your information.

2. Attached are charts which summarize the hours spent in training by major components, by quarters, during calendar year 1956. This annual summary includes the fourth quarterly report required by [Redacted], and is submitted as a supplement thereto for purposes of comparison.

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[Redacted]

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MATTHEW BAIRD

Director of Training

Attachment

cc: DD/S
DDCI

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MR. DULLES
MEMORANDUM FOR: GENERAL CABELL

[Handwritten signature]
"Part-time Component" category shown
on attached chart refers to courses presented
by the Unit itself, rather than Office of
Training, e.g., the Photo Intelligence Course
presented by Lundahl in ORR.

[Handwritten signature]
JMC

6 March

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

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